

FY 2004 Alpha Evaluation Guidance for the CTA/Portfolio Leader

1. Purpose

The purpose of the Alpha evaluation is to provide the CTA/Portfolio Leader with the opportunity and medium to efficiently and thoroughly examine the project's status and evaluate its strengths and weaknesses in order to apply technical and managerial course corrections and/or efficiencies to the project. The culmination of the Alpha evaluation is a **formal report** and recommendation concerning the project's viability which the CTA/Portfolio Leader submits to the SAS PM. The report and attachments serve as the bases for the SAS PM's decision to call for a formal Alpha Review of the project.

2. Method

The event consists of the CTA/Portfolio Leader's analysis of Alpha-level technical performance, key project documents, and cogent project management indicators. This is done through review of reports and documents, consulting Alpha users, and meeting with and receiving a presentation by the Project Principal Investigator and the Alpha SME.

This guidance will not provide detailed procedures but will outline the minimum information the CTA/Portfolio Leader should access to evaluate the project at the Alpha level of development. It is the CTA/Portfolio Leader's responsibility to provide guidance to the Project Principal Investigator and the Alpha SME so that data, documents, and presentation materials of sufficient quality are available to him/her to best evaluate the project's performance.

- a. Documentation and Data: The CTA/Portfolio Leader should consult the documents and resources shown below.

Documents and Other Resources	Originator
Alpha Test Plan (Approved version used for the test event)	Project Principal Investigator
Alpha Test Report	Alpha SME
Test performance data (matrix)	Alpha SME
Test results	Alpha SME
User comments and critiques	Alpha Users
User and installation manuals and other pertinent <i>technical</i> documentation extant	Project Principal Investigator
Examples of representative code front-end(s), input and output, validation scripts, etc.	Project Principal Investigator
Other project <i>management</i> plans	Project Principal Investigator

- b. Presentation: The CTA/Portfolio Leader should design the agenda for a meeting with the Alpha SME and Project Principal Investigator. As a minimum, the following subject areas should be presented.

Subject Area	Presenter	Details
Project Overview	Project Principal Investigator	<ul style="list-style-type: none">- Provide the project technical goals.- Provide the project successes and current or expected impact on DoD's mission.- Identify all users of the Alpha version of the CHSSI software (include organization, phone number, email address on viewgraphs).
Test Results	Alpha SME	<ul style="list-style-type: none">- Present any deviations from the test plan- Present test results for all targeted platforms, each CTP and relevant PMIs.- Discuss the MS Excel workbook matrix of test results.- Discuss any pertinent test issues.
Programmatic and Other Issues	Project Principal Investigator	<ul style="list-style-type: none">- Identify any technical and managerial impediments to the project.- Describe how PET has impacted the project.- Address plans to sustain software after CHSSI.- Discuss intellectual property rights issues with respect to software.- Discuss security and export control issues with respect to software.- Describe the software release policy.- Identify any lessons learned.

3. Record of Evaluation

The Alpha evaluation report and its attachments serve as the formal record of the evaluation. The CTA/Portfolio Leader forwards the documentation and data outlined above as well as the presentation materials as attachments to the report to the SAS PM. The evaluation report format and instructions are linked at section 5 of the Alpha Test Guidance document.